

Stockless Office Supplies - Contract # OFF01

Most Frequently Purchased Recycled Products

- All products listed on this table are offered ONLY as a recycled product to state agency purchasers on the statewide contract and contain at least the minimum % of post-consumer content indicated below for each item.
- All recycled products under this contract meet the minimum content standards established in the Commonwealth of Massachusetts' Procurement Policies and Procedures Handbook.

* PCRC = post-consumer recycled content

ITEM	Minimum % PCRC	ITEM	Minimum % PCRC
OFFICE PAPER PRODUCTS		Pressboard Folders	20%
Adding machine rolls	20%	Printout paper (green bar)	10%
Appointment books	20%	Record books, columnar	10%
Calendars/ refills	10%	Report covers w/ fasteners	10%
Desk pads/ blotters	35%	Report covers, paper	15%
Envelopes -ALL (limited use; see contract # I7507)	20%	Report covers, pressboard	30%
Post-its and fax post-its	20%	Report covers, punchless	10%
Pads- ALL, lined, unlined	10%	Ring binders, presentation	10%
Pads, telephone message	10%	Ring binders, pressboard	30%
File folders, hanging	10%	PAPERBOARD/PACKAGING PRODUCTS	
File folders & Pockets, manila	10%	Card/fiberboard file boxes - all	50%
File folders & Pockets, colored	10%	Cardboard diskette mailer	35%
File Guides, manila & pressboard	10%	Cardboard recycling boxes	50-100%
Files, expanding	10%		
File storage boxes	35%	NON-PAPER OFFICE PRODUCTS	
Files, storage, drawers	35%	Binders/ plastic (poly-flex)	20%
Filler paper, ruled	10%	Laser Printer Toner cartridges (Limited use: see contract #B6042)	Remanufactured
Flip charts	10%	Laser Printer supplies, other (Limited use: see contract # B6042)	Remanufactured
Folders, expanding wallet and box bottom	10%	Stackable trays, plastic	25%
Forms, message	10%	Stackable trays & racks/ steel	100%
Index cards	10%	Recycling receptacles (limited use; see contract # G5700)	30% - 100%
Mailers, padded	50%	Report covers, color, plastic	25%
Medical folders, hanging	10%	Report covers, leatherette	10%
Notebooks and steno	10%	Ruler/ plastic	20%
<u>PAPER Types:</u> copy, bond, stationary, typing, writing (limit use; see contract #I7505)	20%	Wastebasket/ plastic - ALL	10%
Pocket portfolios w/fasteners	10%	PAK Bubble Roll/ plastic	N/A 30%Total

***These products are readily available in the marketplace. If you chose not to use the state contract for these, or similar supplies, please ask for them with recycled content from your vendor of choice.**